



CITY OF HOUSTON

Job Posting

|   |                             |   |
|---|-----------------------------|---|
| 1 | Applications accepted from: | ALL PERSONS INTERESTED                                |
| 2 | Job Classification          | MUNICIPAL COURTS SUPERVISOR                           |
| 3 | Posting Number              | PN #103561  |
| 4 | Department                  | Municipal Courts Administration                       |
| 5 | Division                    | Court Operations                                      |
| 6 | Section                     |   |
| 7 | Reporting Location          | 1400 Lubbock  |
| 8 | Workdays & Hours            | All Shifts, days, and holidays*<br>*Subject to change |

9 **DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS**  
Performs supervisory duties involved in directing and coordinating the processing and scanning of court transactions of the Scanning Section of the department. This will include scheduling employees to ensure proper staffing; enforcing relevant policies and procedures by teaching and counseling subordinates when necessary; establishing and enforcing appropriate performance measures for subordinate personnel; problem solving; preparation of relevant reports; and, first-line supervisory functions necessary to the efficient operations of assigned section/division of the department. This will also include the effective communication and interaction, verbally and in writing, with citizens, attorneys, judges, and law enforcement officials, often in stressful situations. Assists with interviewing section applicants. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries Performs other duties as assigned.

10 **WORKING CONDITIONS**  
General office conditions. Must be able to work any day or shift, weekends and/or holidays as needed.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**  
A basic knowledge of reading, grammar, spelling, punctuation and simple mathematical functions as might normally be acquired through attainment of a high school diploma or GED.

12 **MINIMUM EXPERIENCE REQUIREMENTS**  
Two (2) years of clerical and/or related experience, with at least one of those years in a supervisory or documented lead capacity.

13 **MINIMUM LICENSE REQUIREMENTS**  
None

14 **PREFERENCES**  
A Bachelor's degree in Business Administration, Finance, Accounting or a closely related field. Proficient in Windows and Microsoft Office environment (Word, Excel, PowerPoint, etc). Excellent verbal and written communication skills. Supervisory or lead capacity experience. Prior scanning and/or processing of court documents is highly preferred.

15 **SELECTION/SKILLS TESTS REQUIRED**  
None. However, the department may administer and the applicant must successfully complete a computer skill assessment

16 **SAFETY IMPACT POSITION** [ ] Yes [ X ] No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  

Salary Range - Pay Grade 18  
\$1,042 - \$1,417 Biweekly \$27,092 - \$36,842 Annually

18 **OPENING DATE** March 16, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**  
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. TDD Line phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**  
An equal opportunity employer